

Advisor for Dokapi affairs

Students' Union of the University of Arts Linz | Linz, 21.03.2025

The Students' Union of the University of Arts Linz is looking for
an Advisor for Dokapi affairs.

The role as Advisor for Dokapi affairs includes the following areas:

- Coordination of the department team as well as internal and external communication of the department
- Creation of a shift schedule for the Dokapi team
- Selection and preparation of food and beverages
- Oversight and control of the budget and cash book
- Organization and execution of projects and events
- Collaboration with the Department for Press and Public Relations in promoting projects and events
- Inventory management and stockkeeping
- Ordering of goods
- Care of the Dokapi premises (ensuring cleanliness and order, making the dining area and terrace inviting, etc.)
- Participation in university representation meetings and team meetings
- Preparation of an activity report each semester

A reliable and professional handling of finances and accounting is required. Additionally, a conscientious and hygienic approach to food, as well as bar and kitchen equipment, is expected.

The Students' Union of the University of Arts Linz offers you the opportunity to work in a dynamic team within an extraordinary and exciting environment. You will have the chance to develop your professional skills and actively shape future processes.

Furthermore, the position as **Advisor for Dokapi affairs** provides the possibility of extending family or student allowances, earning ECTS credits for elective courses, and receiving a functional allowance of 150 € (9x per year) as compensation for your voluntary work.

We look forward to receiving your application documents, including your CV and a list of your previous activities, via email at oeh.bewerbung@kunstuni-linz.at !